

## MEMORANDUM

TO: Cabinet Secretaries  
FROM: Cynthia Gillespie  
DATE: July 2, 2003  
RE: Federal Grants Process

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### **Objective: Increase Federal Funds to Massachusetts**

A major priority of our Administration is to ensure that Massachusetts receives the maximum amount of dollars available from the federal government. We can increase Massachusetts's share of federal dollars by implementing a system of identifying and tracking grants so that we can aggressively advocate and pursue the discretionary funding opportunities and closely track the receipt of the formula and other funds.

### **Plan**

Each Cabinet Secretary should formally designate a person in his or her department to work with the subordinate agencies and our Legislative and Intergovernmental Affairs staff to identify and track grant opportunities and grant awards. The designated person in each agency should use the attached form to provide the relevant information for each grant and also provide biweekly updates on the status of the grants.

We envision this project as a means for establishing a database of all funding opportunities available to Massachusetts and highlighting those applications which would most benefit from action by the Governor or gubernatorial staff on their behalf. We also are in the process of creating a web based information management system so that we can monitor the status of the grants to make sure Massachusetts is receiving every dollar promised by the federal government and increases the receipt of funds via competitive awards.

Please have your staff representative contact Elisabeth Smith at (617) 725-4023 to set up a procedure for reporting. We encourage your staff to work closely with all of our staff in the Legislative and Intergovernmental Affairs office here and with Frank Micciche in Washington, D.C. in order to develop the database and to provide detailed information about funding opportunities and the status of grants. The Governor and Lieutenant Governor will work closely with you on announcements and coordinating with the press, our Intergovernmental Communications desk and state and local officials.